

SPECIAL ORDER NO. 1

MARCH 2, 1990

SUBJECT: PROPER HOLSTERING OF CONCEALED FIREARMS CARRIED BY ON AND OFF-DUTY PERSONNEL - REVISED

PURPOSE: By virtue of their employment, police officers are required to carry a firearm while on-duty. They are also authorized to carry a Department-approved firearm while off-duty for the protection of themselves and others. Such firearms must always be properly secured and tactically positioned. The proper care and custody of these firearms will reduce the possibility of an accidental discharge or other potentially dangerous situations.

This Order sets forth policies governing the manner in which Department-approved firearms, including additional firearms, are to be carried by officers of this Department.

PROCEDURE:

- I. PLAINCLOTHES OFFICERS - RESPONSIBILITIES. All plainclothes officers shall carry their Department-approved firearm in a holster specifically designed for the firearm being carried, and constructed so the firearm may be drawn and re-holstered without difficulty. When the firearm is carried on the person, the holster used shall be designed to secure the firearm in the holster and prevent the firearm from being cocked. The holstered firearm shall be securely attached to the officer or may be carried concealed in a container under the officer's immediate control. Such a container may include, but is not limited to, purses and briefcases. The container must be capable of being secured in such a manner that the holstered firearm will not fall out or become accessible to unauthorized persons. The container shall allow the officer immediate access to the firearm.

Exception: The concerned commanding officer may grant permission for non-compliance when the nature of a particular duty assignment with tactical considerations requires that a firearm be carried in a container including, but not limited to, purses, briefcases, or workout bags under the officer's immediate control. The container must be capable of being secured in such a manner that the holstered firearm will not fall out or become accessible to unauthorized persons.

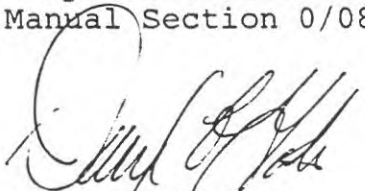
MARCH 2, 1990

**II. OFF-DUTY OFFICERS - RESPONSIBILITIES.** Every off-duty officer carrying a Department-approved firearm shall carry that firearm in a holster specifically designed for the firearm being carried. The holster must be constructed so the firearm may be drawn and re-holstered without difficulty. When the firearm is carried on the person, the holster used shall be designed to secure the firearm in the holster and prevent the firearm from being cocked. The holstered firearm shall be securely attached to the officer or may be carried concealed in a container under the officer's immediate control. Such a container may include, but is not limited to, purses and briefcases. The container must be capable of being secured in such a manner that the holstered firearm will not fall out or become accessible to unauthorized persons. The container shall allow the officer immediate access to the firearm.

**III. ADDITIONAL FIREARMS CARRIED ON-DUTY.** An officer carrying an additional Department-approved firearm while on-duty shall ensure that it is concealed and contained in such a manner that the firearm will not fall out or become accessible to unauthorized persons. The firearm shall conform to the specifications of additional firearms.

**AMENDMENTS:** This Order amends Sections 3/610.01, 3/610.70, and 3/610.90 of the Department Manual.

**AUDIT RESPONSIBILITY:** Bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"

## **LAPD CONCEALED WEAPON PERMIT POLICY**

The policy LAPD has adopted is that good cause exists if there is convincing evidence of a clear and present danger to life or of great bodily injury to the applicant, his (or her) spouse, or dependent child, which cannot be adequately dealt with by existing law enforcement resources, and which danger cannot be reasonably avoided by alternative measures, and which danger would be significantly mitigated by the applicant's carrying of a concealed firearm.

The following further rules and guidelines are provided for the interpretation and implementation of this policy:

### **INTRODUCTORY**

The department recognizes that Pen. C. Section 12050 requires the issuance of licenses to persons of good character who have good cause to carry a concealed firearm for the defense of themselves or others or in pursuing their livelihood. These guidelines are designed to implement that requirement.

Good cause is more likely to be found if the applicant has a demonstrated record of responsible handling of firearms as indicated by voluntarily having taken firearms training and/or long-term participation in the shooting sports. While lack of such a demonstrated record is not a disqualification if the applicant is otherwise qualified to use a firearm properly, licenses will not issue if there is substantial, articulable reason to believe that issuance would be contrary to public safety or if the applicant does not have good character. Among other criteria to be considered are: the applicant's record and history in accidents with firearms, automobiles or other dangerous instrumentalities; and association with persons having a criminal record or who are reliably known to lack good character. The expression of dangerous or irresponsible attitudes, or threats, toward or regarding the use of firearms or other dangerous instrumentalities shall be grounds for denial or revocation of a license.

### **CRITERIA FOR LICENSURE**

**Training.** The license, if approved, shall not become effective until the applicant has furnished proof to the department that he or she has successfully completed the course of training in the carrying and use of firearms established pursuant to Section 7547.1 of the California Business and Professions Code or some other appropriate course which included the following subjects of training: knowledge of California laws regarding weapons and deadly force use; safe handling, carriage, use and storage of concealable firearms; and competency with the types of firearms to be listed on the license.

**Good Cause.** Good cause shall be deemed to exist, and a license will issue in the absence of strong countervailing factors, upon a showing of any of the following circumstances: a) The applicant is able to establish that there is an immediate or continuing threat, express or implied, to the applicant's, or the applicant's family's, safety and that no other reasonable means exist which would suffice to neutralize that threat. b) The applicant is employed in the field of

security, has all requisite licenses, is employed by a security firm having all requisite licenses, and provides satisfactory proof that his or her work is of such a nature that it requires the carrying of a concealed weapon. c) The applicant has obtained, or is a person included within the protections of, a court order which establishes that the applicant is the on-going victim of a threat or physical violence or otherwise meets the criteria set forth in Pen. C. Section 12025.5. d) The applicant establishes that circumstances exist requiring him or her to transport in public significant amounts of valuable property which it is impractical or impracticable to entrust to the protection of armored car services or equivalent services for safe transportation of valuables. e) The applicant establishes that he or she is subject to a particular and unusual danger of physical attack and that no reasonable means are available to abate that threat.

Favorable Factors. Among facts upon which the department will, in the exercise of its discretion, look favorably in considering applications are whether: a) the applicant has a demonstrated record of responsible handling of firearms; b) the applicant has a commitment to safe and responsible handling of firearms as shown by having voluntarily taken firearms training; c) the applicant has a record of good citizenship in general as evidenced, for instance, by service to the community through such activities as creditable service in the armed forces, including the National Guard and state militia or in the police reserves, or of active participation in charitable or public service organizations or activities or in political affairs; d) the applicant is trustworthy and responsible as evidenced, for instance, by employment history, positions held in civic, political, religious or secular achievements or record of personal accomplishment in other areas of endeavor; e) that the applicant suffers under a disability or physical handicap, including age or obesity, which hinders the applicant's ability to retreat from an attacker.

Unfavorable Factors. Factors which will bear negatively on issuance (unless they appear to be in the remote past) are: a) the applicant has a long-term history of mental or emotional instability, alcoholism, drug use or addiction to controlled substances; b) the applicant has a history of fault in serious accidents with firearms, automobiles or other dangerous instrumentalities; c) the applicant has had a permit to own or carry a concealed weapon denied, suspended or revoked for good cause by any issuing authority; d) the applicant has had a driver's license denied, suspended or revoked for good cause by any issuing authority; e) the applicant has a long-term record of irresponsible and dangerous behavior with automobiles as indicated by numerous convictions of serious driving offenses; f) the applicant has a long-term history of conduct from which it appears that he or she is not now of good moral character, trustworthy or responsible. While none of the foregoing disqualify an applicant per se, a license will be denied if it appears, in the discretion of the department, that the applicant does not now have good character or that issuance of a license to him/her is not consistent with public safety.





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

MARCH 16, 1990

SUBJECT: WRITTEN NOTIFICATION OF PROBATIONARY PERIOD EXTENSION  
PROCEDURES - ESTABLISHED

PURPOSE: The probationary period for police officers may be extended pursuant to Civil Service Commission Rule 5.26. Currently, no formalized procedure exists wherein a probationary police officer is provided with written notification that his or her period of probation is being extended. This Order establishes procedures for such notification.

PROCEDURE:

Civil Service Commission Rule 5.26 states that in the event a probationary officer is absent in excess of seven calendar days in the aggregate, except for vacation or time off for overtime, that probationary officer's probationary period shall be extended by the entire period or periods missed. Additionally, the probationary period shall also be extended by the number of days the probationary officer is on restricted duty because of an on-duty injury, non-duty related injury or illness, or pregnancy.

Note: A commanding officer, without prior approval, is authorized to extend the probationary period.

CONCERNED EMPLOYEE'S COMMANDING OFFICER - RESPONSIBILITIES. The concerned employee's commanding officer shall:

- \* When it has been determined that a probationary period is to be extended, immediately cause an Intradepartmental Correspondence, Form 15.2, addressed to the Commanding Officer, Personnel Division, to be prepared detailing the dates of the absences and stating the reasons for the extension of the probationary period;
- \* Review the Form 15.2 with the concerned probationary officer;
- \* Advise the probationary officer that he or she is entitled to respond in writing to the facts set forth in the Form 15.2;
- \* If the probationary officer waives the right to respond to the Form 15.2, ensure that a statement to that effect is added to the Form 15.2;
- \* If the probationary officer intends to respond to the Form 15.2, he or she shall be advised to do so in writing within 30 calendar days and forward the signed and dated response to his or her commanding officer;

Note: In instances when there are less than 30 days remaining in the probationary period, the extension of such period need not be held up pending receipt of a written response. The Form 15.2 shall be forwarded immediately with a statement included indicating a response from the employee is pending.

MARCH 16, 1990

- \* Direct the probationary officer to sign and date the Form 15.2, and provide him or her with a copy;
- \* Place a copy of the signed Form 15.2 and any attachments in the probationary officer's divisional personnel package; and
- \* Forward the Form 15.2 and any attachments to Personnel Records Section, Personnel Division, within five calendar days of the date it was served.

Note: If the probationary officer intends to respond in writing to the Form 15.2, it shall be held until the response is received and attached to the Form 15.2 and then forwarded to Personnel Records Section, Personnel Division, within five calendar days. If no response is received within 30 calendar days, a notation shall be made on the Form 15.2 indicating no response was received and the Form 15.2 shall then be forwarded to Personnel Division.

AMENDMENTS: This Order adds Section 3/760.45 to, and amends Sections 3/730.20, 3/730.30, and 3/730.60 of, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Personnel and Training Bureau, the Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

MARCH 30, 1990

SUBJECT: USE OF DEPARTMENT POLICE DOGS

PURPOSE: This Order establishes policy for the use of Department police dogs.

POLICY: Police dogs are a multi-functional asset of the Los Angeles Police Department. Police dogs may be used in appropriate circumstances to assist officers in the search for criminal suspects; the detection and location of narcotics and/or explosives; and the location of missing adults or juveniles.

Supervisors or officers at the scene of a police incident may request the assistance of a police dog and shall be responsible for determining if the dog is to be used. When a police dog is deployed, the dog handler shall be solely responsible for the control and direction of the dog.

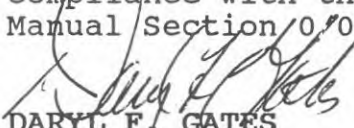
Police dogs may be used:

- \* In the detection, control, and apprehension of a suspect when there is a reasonable suspicion of the suspect's involvement in criminal activity;
- \* In the search of buildings and large areas for suspects;
- \* In the investigation of a crime or possible crime;
- \* In searches for narcotics and/or narcotic paraphernalia;
- \* In searches for explosives and/or explosive devices;
- \* In the execution of arrest and/or search warrants; and
- \* In criminal and non-criminal incidents to assist in the search for missing juveniles or adults.

Police dogs are employed to assist officers in the performance of their duties. In appropriate circumstances, police dogs may be used to defend peace officers and others from imminent danger at the hands of an assailant, and may defend themselves from annoying, harassing, or provoking acts.

AMENDMENT: This Order adds Section 1/571 to the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officers of Operations-Headquarters Bureau, the Bureau of Special Investigation, and Support Services Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0.080.30.

  
DARYL F. GATES  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

APRIL 13, 1990

SUBJECT: DISCOVERY DISCLOSURE STATEMENTS

PURPOSE: One of the rights granted defendants in a criminal proceeding is the right to a speedy trial. Another related right provides defendants with the right to "discover" materials which may be related to either their prosecution or defense. For several years, officers have been required to fill out City Attorney Discovery Questionnaires. In many instances, the completion of City Attorney Discovery Questionnaires has proven to be inefficient and, in some cases, has actually resulted in unnecessary court delays and continuances.

This Order activates the Disclosure Statement, Form 5.02.9, and revises procedures for completing arrest reports to ensure that discovery information is submitted to the City Attorney's Office in a timely manner. Use of the Disclosure Statement and new reporting procedures will reduce the number of court continuances, lessen criminal justice system expenses, and eliminate the need to complete Los Angeles City Attorney Discovery Questionnaires.

PROCEDURE:

I. DISCLOSURE STATEMENT, FORM 5.02.9 - ACTIVATED.

- A. Officer - Responsibilities. All officers involved in an investigation resulting in the completion of a misdemeanor or felony arrest report shall read and sign the Disclosure Statement, Form 5.02.9. The Disclosure Statement shall be included as a page of the arrest report.

Note: If more signatures are required than the space provided allows on the Form 5.02.9, an additional Form 5.02.9 shall be used and sequentially numbered.

Exception: Officers may be exempted from these requirements with the consent of any Deputy City Attorney or Department supervisor. The Form 5.02.9 shall include the name, position, and serial number (when applicable) of the individual authorizing the exemption. Reasons for the exemption shall be included in the arrest report narrative under the "Additional" heading.

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Acceptable exemptions include, but are not limited to:

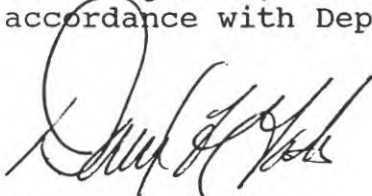
- \* Compliance would jeopardize the safety of any officer, witness, or informant;
- \* Compliance would jeopardize an on-going investigation; or
- \* Circumstances are so complex, because of a major investigative effort, that compliance would be impracticable.

**B. Supervisor - Responsibilities.** A supervisor approving an arrest report shall ensure that the Disclosure Statement, Form 5.02.9, is completed and included as a page of the arrest report.

**FORM AVAILABILITY:** The Disclosure Statement, Form 5.02.9, should be available at Supply Division 60 days after publication of this Order. Until the form is available, Area/division records units shall duplicate the attached exemplar, as needed.

**AMENDMENTS:** This Order adds Sections 4/203.12 and 5/5.2.9 to, and amends Section 5/5.2-10 of, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

APRIL 27, 1990

**SUBJECT: SUPERVISION AT SEARCH WARRANT LOCATIONS**

**PURPOSE:** The Department is concerned about the increase in narcotics activity and the safety of officers serving search warrants. To ensure proper control and to direct the tactics to be employed, a supervisor shall be present at any location in which a search warrant is to be served. This Order establishes procedures to be followed by Department personnel during the service of search warrants.

**PROCEDURE:**

- I. **SUPERVISOR - RESPONSIBILITIES.** A coordinating supervisor (Sergeant, Detective II or higher) shall be present at all locations at which a search warrant is to be served and shall remain present throughout the entire search. The supervisor shall immediately make a personal written record of pre-search and post-search conditions of locations searched. The supervisor coordinating the warrant service will be held accountable to exercise control during warrant service. An Employee's Report, Form 15.7, shall be used by the responsible supervisor, to document conditions of locations searched. Upon completion, the Form 15.7 shall be included and maintained in the responsible detective's case folder.

**Note:** At the discretion of the coordinating supervisor, photographs of the pre-search and post-search locations may be taken by personnel from the Area or by Scientific Investigation Division photographers, depending upon availability.

Photographs taken pursuant to this Order are official Department photographs and shall be retained in the detective's case folder at the division having investigative responsibility for the case, together with all other investigative reports connected to the search warrant.

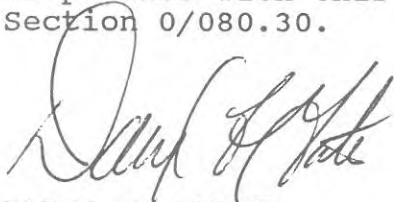
- II. **COMMANDING OFFICER - RESPONSIBILITIES.** Commanding officers shall ensure that a supervisor (Sergeant, Detective II or higher) is present at all locations at which a search warrant is to be served to supervise service of search warrants. Further, commanding officers shall ensure that appropriate notes, and in exceptional cases photographs, are used to document pre-search and post-search conditions of locations where search warrants are served.

APRIL 27, 1990

**Note:** Commanding officers shall ensure that each sworn employee within their command signs the attached acknowledgement of receipt. A copy of the form shall be provided to the employee and the signed copy filed in the divisional personnel package of the concerned employee.

**AMENDMENTS:** This Order amends Section 3/759.16 of, and adds Section 4/742.30 to, the Department Manual.

**AUDIT RESPONSIBILITY:** All bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

Attachment

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ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of a personal copy of the Special Order  
No. 5, April 27, 1990, "Supervision at Search Warrant Locations."

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Issuing Supervisor's Signature

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Date

NOTE: This receipt shall be filed in the divisional personnel  
package of the concerned employee.





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MAY 4, 1990

SUBJECT: EMPLOYEE REPRESENTATION SECTION, PERSONNEL AND TRAINING  
BUREAU - ESTABLISHED

PURPOSE: Pursuant to existing law and Department policies and procedures, Los Angeles police officers have the right to representation during the investigation and adjudication of personnel complaints and during grievance presentations and administrative appeals.

Department employee representation practices were recently reviewed by an ad hoc committee. It was determined that employee representation would be substantially enhanced if the representative function was centralized under one Department entity. This entity would provide supervision, training, and logistical support to employee representatives. Officers who have been assigned as defense representatives for Boards of Rights would be temporarily assigned to the entity while performing required duties.

Through the collective bargaining process, the Employee Representation Section was agreed upon by the Chief of Police, the Police Protective League, and the City Administrative Officer. This Order establishes the Employee Representation Section, Personnel and Training Bureau, and revises the Assignment of Defense Representative, Form 1.69.0.

PROCEDURE:

- I. EMPLOYEE REPRESENTATION SECTION, PERSONNEL AND TRAINING BUREAU - ACTIVATED. The Employee Representation Section is activated within Personnel and Training Bureau.
- II. EMPLOYEE REPRESENTATION SECTION - RESPONSIBILITIES. The Employee Representation Section is responsible for:
  - \* Providing functional supervision and logistical and clerical support to Department personnel selected as employee representatives.
  - \* Assisting sworn personnel in obtaining any of the following employee representatives:
    - \* Personnel complaint interview representative.
    - \* Skelly representative.
    - \* Defense representative.
    - \* Probationary employee Administrative Appeal representative.
    - \* Liberty Interest representative.
    - \* Grievance representative.
    - \* Board of General Appeals representative.
  - \* Arranging work schedules for officers who have been assigned as defense representatives for Boards of Rights.

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- \* Identifying training needs and coordinating training of Department personnel in the handling of employee representation matters.
- \* Researching and reviewing legislation and court decisions related to employee representation.

**III. EMPLOYEE REPRESENTATION SECTION - SPECIAL DUTIES.** The Employee Representation Section is responsible for the following special duties:

**Special Files.** Maintaining files of the following:

- \* Defense representative duty logs.
- \* Department personnel trained as employee representatives.

**IV. EMPLOYEE REPRESENTATION SECTION - SPECIAL LIAISON.** The Employee Representation Section maintains liaison with:

**Internal Affairs Division.** To coordinate the representation of officers during Boards of Rights hearings.

**City Attorney's Office.** Concerning legal opinions regarding employee representation matters.

**Employee Relations Administrator.** Concerning the representation of officers during the grievance process.

**Chief of Staff.** To coordinate the administration of Boards of General Appeals, Liberty Interest, and Administrative Appeal hearings.

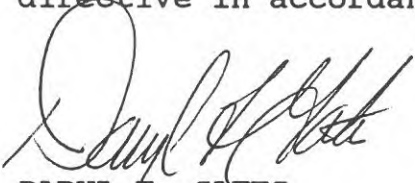
**V. CORRESPONDENCE REFERENCE NUMBER.** Employee Representation Section is assigned Correspondence Reference Number 2.5. Official correspondence addressed to, or initiated by, the Employee Representation Section shall bear the assigned reference number.

**VI. ASSIGNMENT OF DEFENSE REPRESENTATIVE, FORM 1.69.0 - REVISED.** The Assignment of Defense Representative, Form 1.69.0, has been revised to require that upon being assigned as a defense representative, the concerned employee shall report to the Employee Representation Section to arrange his or her work schedule.

MAY 4, 1990

**AMENDMENTS:** This Order adds Sections 2/510.21, 2/510.23, and 2/510.25 to, and amends Sections 2/508, 2/510.03, and 5/080.96 of, the Department Manual.

**AUDIT RESPONSIBILITY:** The Assistant Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name and title.

**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MAY 18, 1990

SUBJECT: MISSING PERSON REPORTS - REVISED

PURPOSE: The Penal Code has been amended to require law enforcement agencies to take missing person reports without delay and to make certain notifications. Additionally, reporting requirements for missing juveniles have been expanded. This Order establishes procedures to ensure compliance with reporting and notification requirements for missing persons, establishes reporting of found/unidentified persons, and revises and renames the Missing Persons Investigation, Form 3.16.

PROCEDURE:

I. MISSING PERSONS INVESTIGATION, FORM 3.16 - REVISED AND RENAMED. The Missing Persons Investigation, Form 3.16, is revised and renamed the Missing/Found Persons Investigation, Form 3.16.

A. Distribution. In addition to the current distribution, the Form 3.16, when used as a Found/Unidentified Persons Report, shall be distributed as follows:

Found Juvenile

- 2 - Original and 1, detective division, Area of occurrence
- 1 - Crime and Miscellaneous Reports Section, Records and Identification Division
- 1 - Records Unit, Area of occurrence
- 1 - Missing Persons Detail, Detective Headquarters Division

5 - TOTAL

Found Adult

- 1 - Crime and Miscellaneous Reports Section, Records and Identification Division
- 1 - Missing Persons Detail, Detective Headquarters Division
- 1 - Records Unit, Area of occurrence

3 - TOTAL

## II. MISSING PERSON REPORTS.

A. **Employee - Responsibilities.** When any person, resident or non-resident of Los Angeles, is reported missing, the employee conducting the preliminary investigation shall:

- \* Request advice from the Missing Persons Detail, Detective Headquarters Division;
- \* Complete a Missing/Found Persons Investigation, Form 3.16, without delay; and

**Note:** Parental abductions shall be accepted as missing persons cases.

- \* Provide the person reporting a Department of Justice (DOJ) Dental/Skeletal Release Form, SS-8567; or in the case of a missing juvenile, a DOJ Dental/Skeletal Photograph and Description Release Form (reverse side of SS-8567); and comply with procedures A-C.

**Note:** The California Penal Code requires law enforcement agencies to take missing persons reports (Form 3.16) telephonically. However, this should not be done routinely. The reporting person should be requested to make the report at the nearest law enforcement facility unless the reporting person is unable, i.e., disabled.

**Exception:** With the approval of the Area Juvenile Coordinator, a missing persons report may be taken telephonically when it involves a chronic juvenile runaway or extenuating circumstances are present which would create a severe hardship for the parent or guardian attempting to complete the report. When the Area Juvenile Coordinator is unavailable, approval for completion of the telephonic report shall be obtained from the concerned Juvenile Coordinator's immediate supervisor. When neither the Area Juvenile Coordinator nor the immediate supervisor is available, approval to complete the telephonic report shall be obtained from the concerned Area patrol division watch commander.

The Missing/Found Person Telephone Report, Form 3.16.2, shall only be used by investigative personnel as an interim report while the Missing/Found Persons Investigation, Form 3.16, is being processed.

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**Resident of Los Angeles.** If the missing person (juvenile or adult) is a City of Los Angeles resident and was last seen outside the City, the employee completing the Missing/Found Persons Investigation, Form 3.16, shall immediately notify the outside agency having jurisdiction of the location where the person was last seen and record the name of the person and agency notified in the narrative portion of the report.

**Note:** The Missing/Found Persons Investigation, Form 3.16, is being revised to include boxes to record notifications.

Notwithstanding other provisions set forth in this Order, the employee entering any missing person information into NCIC shall record the NCIC nine digit entry verification number in the "NCIC #" box on the revised Form 3.16.

**Non-Resident of Los Angeles.** When any non-resident of the City of Los Angeles is reported missing, the employee conducting the preliminary investigation shall complete a Missing/Found Persons Investigation, Form 3.16, without delay and immediately notify and forward a copy of the report to the outside agency having jurisdiction over the person's residence address and, if applicable, the jurisdiction where the missing person was last seen. The employee shall record the name of each person and agency notified in the narrative portion of the report.

**Juvenile or "At Risk" Missing Person.** When the missing person is a juvenile under 12 years of age or any person, regardless of age, who is considered "At Risk", the employee receiving the report shall cause a police unit to be dispatched and cause a Citywide crime broadcast to be made. The employee conducting the preliminary investigation shall complete a Missing/Found Persons Investigation, Form 3.16, without delay and ensure the report information is transmitted to the National Crime Information Center (NCIC) Missing Person System and the California Department of Justice (DOJ) within four hours of the initial report and indicate on the Missing Person Investigation, Form 3.16, that the information was sent.

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**Note:** "At Risk" includes but is not limited to a missing person regardless of age that is the victim of foul play or a crime; is in need of medical attention; has no pattern of running away or disappearing; is the victim of parental abduction; or is mentally impaired.

The Specialized Report Distribution Unit, Records and Identification Division, shall, following the acceptance of the report, transmit the report information to NCIC on juveniles under 12 years of age and persons "At Risk" when Area computer facilities are not in operation.

**B. Investigating Officer - Responsibilities.** Officers conducting a missing person investigation shall:

- \* Upon receipt of a Missing/Found Persons Investigation, Form 3.16, contact the reporting party to determine if further investigation is warranted;
- \* Contact the involved outside agencies, if any, to determine investigative responsibility; and
- \* Ensure that the missing person information is removed from NCIC when a disposition is made on the missing person investigation, and in those cases where DOJ has been notified, advise DOJ of the disposition within 24 hours.

**NCIC Entry - Juvenile.** When a missing juvenile is 12 years of age or older, the investigating officer shall ensure that the report information is transmitted to NCIC within seven days after the report was completed and note on the report the date of NCIC entry.

**Dental/Skeletal Records - Juvenile Under 12.** When an officer assigned a missing juvenile investigation determines that the juvenile is missing under suspicious circumstances, or when a juvenile under 12 years of age is missing at least 14 days, the officer shall:

- \* Instruct the concerned family member to obtain the dental/skeletal records and a recent photograph of the missing juvenile and return them immediately to the officer; and

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- \* Immediately confer with the coroner and submit the report, along with the dental/skeletal x-rays, photograph, and the signed DOJ release form to DOJ within 24 hours.

**Dental/Skeletal Records - Adults and Juvenile 12 or Older.** When an adult or juvenile 12 years of age or older is still missing after 30 days, the concerned officer shall instruct the reporting party to obtain the skeletal/dental records and return them to the officer within 10 days. If the person is still missing after 45 days, the records shall be forwarded to DOJ.

**Forwarding of Dental/Skeletal Records.** When the missing person's dental/skeletal records and photograph have been obtained, the investigating officer shall so indicate on the Missing/Found Persons Investigation, Form 3.16, and forward a copy of the Form 3.16 and the original of the dental/skeletal records and the photograph within 24 hours to:

Department of Justice  
Bureau of Criminal Statistics and Special Services  
Missing/Unidentified Persons System  
Post Office Box 903417  
Sacramento, CA 94203-4170

The concerned officer shall also maintain the following forms in the detective's case package:

- \* Declaration for Release of Dental Records, Temporary No. 209, if completed; and
- \* Department of Justice Dental/Skeletal Release Form, SS-8567; or in the case of a missing juvenile:
- \* Department of Justice Dental/Skeletal Photograph and Description Release Form (reverse side of SS-8567).

- C. **Detective Headquarters Division - Responsibilities.** Detective Headquarters Division shall be responsible for completing the appropriate notifications when advised by an outside agency that a resident of the City of Los Angeles has been reported missing.



MAY 18, 1990

## III. FOUND/UNIDENTIFIED PERSONS.

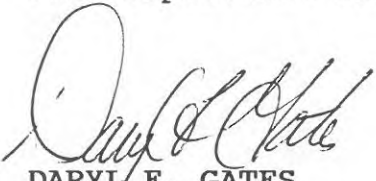
- A. **Employee - Responsibilities.** Any Department employee receiving information concerning a found/unidentified person who cannot be reunited with family or friends during the preliminary investigation, shall:
- \* Request advice from the Missing Persons Detail, Detective Headquarters Division;
  - \* Complete a Found/Missing Persons Investigation, Form 3.16; and
  - \* Ensure that the disposition of the individual is noted in the narrative of the report.
- B. **Investigating Officer - Responsibilities.** An officer receiving a Found/Unidentified Persons Report shall, in addition to established procedures, ensure that the appropriate information is entered into the Unidentified Persons File, NCIC.

**Note:** NCIC routinely completes a cross-search between the Unidentified Persons File and the Missing Persons File in an effort to locate missing persons.

**FORMS AVAILABILITY:** The revised Form 3.16 will be available at Supply Division in 90 days. Upon receipt of the new forms, all remaining stock of the Missing Persons Investigation, Form 3.16, shall be bundled, marked "Obsolete-Destroy", and returned to Supply Division.

**AMENDMENTS:** This Order amends Sections 2/1042.21, 2/1042.23, 4/712, 4/712.10, 5/3.16, and 5/3.16.2 of, adds Sections 4/712.05, 4/712.30, and 4/712.35 to, and deletes Sections 4/218.35, 4/218.36, 4/256, 4/256.25, 4/256.50, 4/256.75, 4/257, 4/257.10, and 4/257.20 from the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

MAY 25, 1990

SUBJECT: REVISED PROCEDURES FOR SEARCHING ARRESTEES

PURPOSE: Pursuant to a recent Federal Court decision, a review of the Department's procedures for searching arrestees, especially procedures related to strip searches, visual body cavity searches, and physical body cavity searches, was conducted. This Order revises and renames the Strip Search Authorization/Physical Body Cavity Search, Form 5.30; revises the Booking Recommendation, Form 12.31; and revises procedures for searching arrestees and the confinement requirements of misdemeanor/infraction arrestees.

DEFINITIONS:

**Strip Search.** A strip search shall be considered to be any search wherein an arrestee is required to remove all of his or her clothing, or to remove or arrange some of his or her clothing, so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of that arrestee.

**Visual Body Cavity Search.** A visual body cavity search shall be considered any search wherein an unclothed arrestee is required to bend at the waist, squat, or to lift or spread breasts, buttocks, or genitalia to allow visual inspection of the body cavities.

**Note:** Arrestees in Department custody shall not be given a visual body cavity search without the prior approval of a supervisor.

**Physical Body Cavity Search.** A physical body cavity search shall be considered any search requiring any physical intrusion into a body cavity (private parts) by either the arrestee or another person.

**Note:** Arrestees in Department custody shall not be given a physical body cavity search, except pursuant to a valid search warrant.

**Body Cavity.** A body cavity is the stomach and rectal cavity of any male or female, or the vaginal cavity of a female. The mouth is not considered a body cavity for the purpose of these procedures.

The three types of searches defined above are restricted to only those arrestees for whom booking approval has been obtained. Neither arrestees nor any other detainees are to be subjected to a strip search, visual body cavity search, or physical body cavity search until after booking approval has been obtained and the appropriate search has been authorized by the concerned supervisor.

## PROCEDURE:

- I. STRIP SEARCH AUTHORIZATION/PHYSICAL BODY CAVITY SEARCH, FORM 5.30 - REVISED AND RENAMED. The Strip Search Authorization/Physical Body Cavity Search, Form 5.30, has been revised and renamed the In-Custody Authorization for Strip Search, Visual Body Cavity Search, Physical Body Cavity Search, Form 5.30. This form shall be used by personnel in Department jails to request authorization from a supervisor to conduct any strip search, visual body cavity search, or physical body cavity search of an in-custody arrestee when the need to search the arrestee arises after the arrestee has been booked and the related reports completed.

Note: In addition to the Form 5.30, a search warrant is required for a physical body cavity search and a copy of the search warrant shall be attached to, and distributed with, the completed Form 5.30.

## Distribution.

- \* The original Form 5.30 shall be forwarded to Records and Identification Division and attached to the Booking and Identification Record page of the Booking and Identification Record, Form 5.1;
  - \* A copy shall be attached to, and filed with, the Watch Commander's Daily Report, Form 15.80, or the Daily Deployment Sheet, Temporary Form 108; and
  - \* A copy shall be attached to the arrestee's Jail Custody Record.
- II. BOOKING RECOMMENDATION, FORM 12.31 - REVISED. The Booking Recommendation, Form 12.31, has been revised to include supervisory review and authorization for searches of arrestees, when justified. Approval for searches shall be obtained when the booking approval is requested. This form shall be used by arresting officers to request authorization from a supervisor to conduct:
- \* A strip search of an arrestee in custody on a misdemeanor or infraction offense; or

Exception: Arrestees booked on a controlled substance charge shall be strip searched and supervisory approval is not necessary.

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- \* A strip search of a juvenile detained prior to a detention hearing; or
- \* A visual body cavity search or a physical body cavity search of any arrestee.

Note: In addition to the Form 12.31, a search warrant is required for a physical body cavity search and a copy of the search warrant shall be attached to, and distributed with, the completed Form 12.31.

III. BOOKING SEARCHES. Searches of arrestees who are to be booked into Department facilities shall be conducted as follows:

A. Misdemeanor/Infraction Arrestees. Arrestees in custody for a misdemeanor or infraction offense shall not be given a strip or visual body cavity search unless:

- \* The offense involved a controlled substance; or
- \* The offense involved a weapon or violence and there is a reasonable suspicion that the arrestee is concealing a weapon; or
- \* There is an articulable and reasonable suspicion that the arrestee is concealing contraband or a weapon regardless of the offense.

Note: A Form 12.31 or a Form 5.30 is required, unless the arrestee is booked on a controlled substance charge. The Form 5.30 shall be used only by jail personnel to request a search of an arrestee when the necessity to search arises after the arrestee has been booked and the related reports completed.

1. Officer - Responsibility. When an officer has a reasonable suspicion that an arrestee in custody for a misdemeanor or infraction offense is concealing a weapon or contraband, the officer shall:

- \* Complete a Booking Recommendation, Form 12.31;
- \* Submit the Form 12.31 to the concerned supervisor; and
- \* Upon supervisory approval, conduct the strip search or visual body cavity search.

Note: The search shall be conducted in an area of privacy so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.

MAY 25, 1990

- \* Upon completion of the search, complete the "Results of Search" portion of the Form 12.31 and include the information in the arrest report narrative.

**Note:** Any object observed during a visual body cavity search may be recovered by the searching officer (e.g., taped under breast or scrotum) provided it is not inside or partially inside a body cavity, i.e., vagina or anus. In these cases, the arrestee shall be isolated and kept under observation until a body cavity search warrant has been obtained. A physical body cavity search requires a search warrant (4/620.25).

**Exception:** In any case where the object observed is a weapon and there is an immediate present danger of it being used against an officer, the object may be recovered without a search warrant.

2. **Supervisor - Responsibility.** Upon receipt of a Form 12.31 or a Form 5.30, the concerned supervisor shall:

- \* Confirm the validity of the booking charge;
- \* Review the form for completeness and accuracy;
- \* Determine if the specific facts and circumstances justify the type of search requested;
- \* Approve or disapprove the strip search, visual body cavity search, or physical body cavity search; and
- \* Ensure any search approved is conducted as set forth in this Order.

B. **Felony Arrestees.** Arrestees in custody for a felony offense shall be given a strip search. Arrestees in custody for a felony offense shall not be given a visual body cavity search unless:

- \* The offense involved a controlled substance; or
- \* The offense involved a weapon or violence and there is a reasonable suspicion that the arrestee is concealing a weapon; or
- \* There is an articulable and reasonable suspicion that the arrestee is concealing contraband or a weapon regardless of the offense.



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Note: A visual body cavity search or physical body cavity search requires a Form 12.31 or a Form 5.30. Additionally, a search warrant is required for a physical body cavity search (4/620.25).

Officers not of the same sex as the arrestee shall be excluded from the immediate area during a strip search or visual body cavity search. Employees conducting a strip search or visual body cavity search shall not touch the breasts, buttocks, or genitalia of the arrestee.

Arrestee Refusal. If an arrestee refuses to submit to a strip search or visual body cavity search, the officer conducting the search shall:

- \* Advise the arrestee that he or she will be searched.
- \* Notify a supervisor of the arrestee's refusal to be searched.
- \* Place the arrestee in an isolation cell, under observation, until sufficient officers of the same sex as the arrestee are available to conduct the search.
- \* Search the arrestee.

A supervisor of the same sex as the arrestee shall be present during the search of combative and uncooperative arrestees.

IV. PHYSICAL BODY CAVITY SEARCHES. Arrestees in custody shall not be given a physical body cavity search except under the authority of a search warrant and under the following conditions:

- \* A physical body cavity search shall be conducted under sanitary conditions by either a physician, registered or licensed vocational nurse, or Emergency Medical Technician Level II licensed to practice in California.
- \* The search shall be conducted in an area of privacy, so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.

Exception: Licensed medical personnel are not required to be of the same sex as the arrestee.

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- \* When a physical body cavity search of any arrestee is conducted, the concerned employee shall complete the required portion of the Form 12.31 or Form 5.30. A copy of the search warrant shall be distributed with the Arrest Report, Form 5.01.2.

In the event a physical body cavity search of an arrestee is conducted after the arrestee has been booked and the related reports have been completed, jail personnel shall use the Form 5.30. A copy of the search warrant shall be distributed with the Form 5.30.

- V. **CONFINEMENT OF MISDEMEANOR/INFRACTION ARRESTEES.** The concerned custodial jailer shall ensure that arrestees in custody for a misdemeanor offense involving a weapon, controlled substance, or violence, or arrestees subject to a strip search, visual body cavity search, or physical body cavity search upon booking, are confined in a separate holding area from other misdemeanor and infraction arrestees.

**Exceptions:**

- \* Three hours after the time of arrest, misdemeanor and infraction arrestees in custody for an offense not involving a weapon, controlled substance, or violence, or not otherwise subject to a strip search or visual body cavity search or physical body cavity search, may be confined with those misdemeanor and infraction arrestees that are in custody for a charge involving a weapon, controlled substance, or violence, or who have otherwise been subjected to a strip search or visual body cavity search or physical body cavity search, in accordance with Title 15 of the California Administrative Code.
- \* Misdemeanor and infraction arrestees in custody for other than an offense involving a weapon, controlled substance, or violence, or who have not been the subject of a visual body cavity search or physical body cavity search may be confined with those misdemeanor and infraction arrestees that are in custody for a charge involving a weapon, controlled substance, or violence, or who have otherwise been subjected to a strip search or a visual body cavity search or physical body cavity search, prior to three hours from the time of arrest when an emergency exists and written supervisory approval is documented in the Watch Commander's Daily Report, Form 15.80, or the Daily Deployment Sheet, Temporary Form 108.



MAY 25, 1990

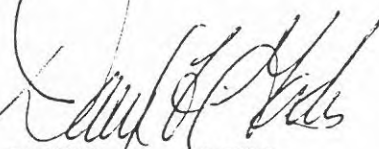
Note: An "emergency" is defined as any condition which poses a risk to the safety and welfare of the prisoners or Department personnel. Overcrowding is not an emergency, except in a mass arrest situation.

- VI. IN-CUSTODY SEARCHES OF ARRESTEES BY JAIL PERSONNEL. When it becomes necessary to search an arrestee by means of a strip search, a visual body cavity search, or a physical body cavity search after the arrestee has been booked into the Department jail system and the related arrest reports have been completed, jail personnel shall use the Form 5.30 to request authorization to conduct the necessary search. Custodial searches shall be conducted in the same manner as described for booking searches of misdemeanor or felony arrestees as described herein.

FORMS AVAILABILITY: The revised Booking Recommendation, Form 12.31, and In-Custody Authorization for Strip Search, Visual Body Cavity Search, Physical Body Cavity Search, Form 5.30, will be available at Supply Division within 30 days after publication of this Order. Until the forms are available from Supply Division, the attached copies of the revised Form 5.30 and Form 12.31 shall be reproduced and used as needed. All remaining stock of the Strip Search Authorization/Physical Body Cavity Search (old Form 5.30) and Booking Recommendation, Form 12.31, shall be bundled, marked "Obsolete - Destroy," and returned to Supply Division.

AMENDMENTS: This Order amends Sections 4/620.22, 4/620.25, 4/620.30, 5/5.30, and 5/12.31 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Support Services Bureau, the Bureau of Special Investigation, and each operations bureau shall monitor compliance with this directive in accordance with Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

Attachment

DISTRIBUTION "A"

DISTRIBUTION: ORIGINAL - ATTACH TO DIV. COPY OF ARREST REPORT; OR TO DFAR IF NO ARREST RPT. OR BKG.  
COPY - (IF BOOKED) - ATTACH TO JAIL CUSTODY RECORD. (INCLUDES SBI BOOKINGS.)

**IN-CUSTODY AUTHORIZATION FOR STRIP SEARCH  
VISUAL BODY CAVITY SEARCH  
PHYSICAL BODY CAVITY SEARCH**

ARRESTEE'S NAME (LAST, FIRST, MIDDLE)		BOOKING NO.
DATE AND TIME OF ARREST	BOOKING CHARGE	
REASON FOR SEARCH List the specific facts and circumstances that qualify as reasonable suspicion to believe that this arrestee is concealing a weapon or contraband.		
TYPE OF SEARCH AUTHORIZED: <input type="checkbox"/> STRIP <input type="checkbox"/> PHYSICAL BODY CAVITY SEARCH                      WARRANT NO. _____ <input type="checkbox"/> VISUAL BODY CAVITY                      NOTE: SEARCH WARRANT REQUIRED.		
SUPERVISOR AUTHORIZING SEARCH	SERIAL NO.	OBTAIN THIS AUTHORIZATION PRIOR TO SEARCH
DATE AND TIME OF SEARCH	LOCATION SEARCH CONDUCTED	
RESULTS OF SEARCH (List items and location removed from):		
SEARCHING EMPLOYEE SERIAL NO. DIV. SEX	SEARCHING EMPLOYEE SERIAL NO. DIV. SEX	

DISTRIBUTION: ORIGINAL - RECORDS AND IDENTIFICATION DIVISION TO BE ATTACHED TO BOOKING & IDENTIFICATION RECORD PAGE OF BOOKING FORMSET.  
 COPY - ATTACH TO JAIL DIVISION'S WATCH COMMANDER'S LOG.  
 COPY - ATTACH TO JAIL CUSTODY RECORD.

**IN-CUSTODY AUTHORIZATION FOR STRIP SEARCH  
VISUAL BODY CAVITY SEARCH  
PHYSICAL BODY CAVITY SEARCH**

ARRESTEE'S NAME (LAST, FIRST, MIDDLE)		BOOKING NO.
DATE AND TIME OF ARREST	BOOKING CHARGE	
REASON FOR SEARCH List the specific facts and circumstances that qualify as reasonable suspicion to believe that this arrestee is concealing a weapon or contraband.		
TYPE OF SEARCH AUTHORIZED: <input type="checkbox"/> STRIP <input type="checkbox"/> PHYSICAL BODY CAVITY SEARCH                      WARRANT NO. _____ <input type="checkbox"/> VISUAL BODY CAVITY                      NOTE: SEARCH WARRANT REQUIRED.		
SUPERVISOR AUTHORIZING SEARCH	SERIAL NO.	OBTAIN THIS AUTHORIZATION PRIOR TO SEARCH
DATE AND TIME OF SEARCH	LOCATION SEARCH CONDUCTED	
RESULTS OF SEARCH (List items and location removed from):		
SEARCHING EMPLOYEE SERIAL NO. DIV. SEX	SEARCHING EMPLOYEE SERIAL NO. DIV. SEX	

DISTRIBUTION: ORIGINAL - RECORDS AND IDENTIFICATION DIVISION TO BE ATTACHED TO BOOKING & IDENTIFICATION RECORD PAGE OF BOOKING FORMSET.  
 COPY - ATTACH TO JAIL DIVISION'S WATCH COMMANDER'S LOG.  
 COPY - ATTACH TO JAIL CUSTODY RECORD.



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

JUNE 1, 1990

**SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS**

**PURPOSE:** This Order informs Department employees of certain additions, deletions, and revisions to the Department Manual.

**PROCEDURE:**

- I. **REQUIREMENT FOR PRELIMINARY CHEMICAL TESTING OF NARCOTICS AND DANGEROUS DRUGS - REINSTATED.** Special Order 16, 1988, discontinued mandatory preliminary chemical testing of narcotics and dangerous drugs as a prebooking requirement. It was subsequently disclosed that the City Attorney's Office stopped filing selected cases because of the lack of preliminary field narcotics test results. This Order reinstates mandatory preliminary chemical testing of narcotics and dangerous drugs for misdemeanor narcotics arrests to facilitate case filings and prosecutions.

Effective immediately, mandatory preliminary chemical testing of narcotics and dangerous drugs as a prebooking requirement for misdemeanor narcotics arrests is reinstated.

**AMENDMENTS:** This Order amends Sections 4/216.10, 4/218.60, 4/258.25, 4/540.70, and 4/851 of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officers of each operations bureau and the Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **REVISION OF DECLARATION OF RECEIPT/EXPENDITURE OF FUNDS PROCEDURES.** Department employees occasionally receive outside financial reimbursement for on-duty functions and are frequently required to give depositions, testify, or be interviewed by parties in criminal or civil actions which result from their on-duty activities. In many instances, outside entities provide compensation for expenses that may be incurred by an employee. This Order establishes procedures for reporting the receipt and expenditure of such funds and requires the relinquishment of any monies in excess of actual expenditures to Fiscal Operations Division (FOD).



- A. **Employee - Responsibilities.** Employees who receive financial reimbursement from other than the City of Los Angeles for any on-duty functions or who are summoned in response to an order, notice, subpoena or other written or verbal direction, in which their occupation as a Department employee was a factor and for which they received any monies, shall report all monetary compensation received and submit a Declaration of Receipt/Expenditure of Funds, Form 15.24, and/or a Personal Expense Statement, Form General 16, to their supervisor for review within five working days following their return to duty. Employees shall also submit receipts to substantiate any expenditure of funds.

For example, employees who respond to an order, notice, subpoena, or other written or verbal direction, and who received monetary compensation in the form of witness, per diem, mileage, or parking fees shall remit fees based upon the following mode of transportation used:

- \* City vehicle - Remit all witness and mileage fees, and any unused fees for per diem and parking.
- \* Private vehicle - Remit all witness fees, and any unused fees for per diem, mileage, and parking.

**Note:** Employees may contact the Department Chief Accountant, FOD, for further information regarding guidelines and form completion.

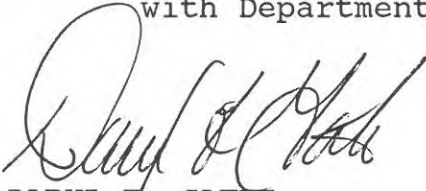
- B. **Supervisor - Responsibilities.** Supervisors shall immediately review, and upon approval, forward the Form 15.24 and/or Form General 16 to the employee's commanding officer.
- C. **Commanding Officer - Responsibilities.** Commanding officers shall review, and upon approval of documents submitted by an employee, forward the documents to FOD within 10 calendar days following the employee's return to duty.
- D. **Commanding Officer, Fiscal Operations Division - Responsibilities.** The Commanding Officer, FOD, shall review all documents submitted relative to the receipt/expenditure of funds, determine the amount of money (if any) an employee owes the City, and ensure collection of such monies.

**Note:** The Department's travel guidelines shall be used as the basis for reimbursement.

JUNE 1, 1990

**AMENDMENTS:** This Order amends Sections 3/780.50 and 5/15.24 of the Department Manual.

**AUDIT RESPONSIBILITY:** Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name and title.

DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

JUNE 15, 1990

SUBJECT: CHILD ABUSE SUSPECT BOOKING PROCEDURES - REVISED

PURPOSE: Currently, when a suspect is arrested for child abuse, booking procedures do not adequately consider detective follow-up responsibilities or specify the location where related evidence should be booked. This Order revises booking locations for persons and evidence in such cases and delineates detective responsibility for follow-up investigations.

PROCEDURE:

I. ADULT SUSPECTS ARRESTED FOR CHILD ABUSE.

A. ADULT MALE ARRESTEE - RELATED TO VICTIM. Adult male suspects arrested for child abuse in the following Areas and identified as being a parent, stepparent, common-law spouse of the child's parent, or legal guardian of the child shall be booked at the following locations:

- \* Valley Areas and Pacific and West Los Angeles Areas, at Valley Jail Section.
- \* Metropolitan Area (includes Central, Southwest, Southeast, Hollenbeck, Hollywood, Wilshire, Northeast, 77th Street, Newton, Rampart, and Harbor), at Jail Division, Parker Center.

B. ADULT MALE ARRESTEE - NOT RELATED TO VICTIM. Adult male arrestees who are not related to the victim shall be booked and detained as follows:

- \* Valley Areas, at the respective Area jail.
- \* Metropolitan Area, at the respective Area jail or Jail Division, Parker Center, if no divisional jail exists.

C. ADULT FEMALE ARRESTEES. All adult female suspects arrested for child abuse, whether related to the victim or not, shall be booked and detained as follows:

- \* Valley Areas and Pacific and West Los Angeles Areas, at Valley Jail Section.
- \* Metropolitan Area (includes Central, Southwest, Southeast, Hollenbeck, Hollywood, Wilshire, Northeast, 77th Street, Newton, Rampart, and Harbor), at Sybil Brand Institute.

JUNE 15, 1990

**Note:** This Order does not affect the detention locations of juvenile suspects as delineated in the Juvenile Manual, Section 6/610.10.

- II. **EVIDENCE - BOOKING LOCATIONS.** Evidence related to a child abuse investigation that is the responsibility of the Abused Child Unit, Parker Center, shall be booked at Property Division.

When investigative responsibility belongs to the Abused Child Unit, Valley Section, evidence shall be booked at Valley Property Section.

All other evidence related to a child abuse investigation shall be booked in the Area of arrest.

- III. **DETECTIVE FOLLOW-UP RESPONSIBILITIES.**

**Juvenile Division.** The Abused Child Unit, Juvenile Division, is responsible for follow-up investigations of physically and sexually abused children when the suspect is an adult or juvenile and is identified as being a parent, stepparent, common-law spouse of the child's parent, or legal guardian of the child.

**Note:** The Abused Child Unit, Valley Section, handles follow-up investigations for arrests in Valley Areas and Pacific and West Los Angeles Areas.

**Geographic Area Detectives.** Geographic Area detectives have follow-up responsibility for cases involving physically and sexually abused children when the suspect is not identified as a parent, stepparent, common-law spouse of the child's parent, or legal guardian of the child.

- IV. **REPORT APPROVAL.** When follow-up responsibility belongs to the Abused Child Unit, Parker Center, reports, arrest, and/or detention approvals shall be obtained at the following locations:

- \* Day watch hours - Abused Child Unit, Parker Center.
- \* PM or AM watch hours - Watch Commander, Detective Headquarters Division.

JUNE 15, 1990

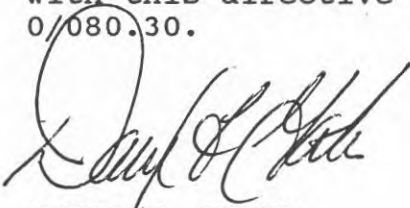
When follow-up responsibility for adult or juvenile arrestees belongs to the Abused Child Unit, Valley Section, reports, arrest, and/or detention approvals shall be obtained as follows:

- \* Day watch hours - Abused Child Unit, Valley Section.
- \* PM or AM watch hours - Watch Commander, Van Nuys Patrol Division.

In cases where investigative responsibility belongs to geographic Area detectives, reports, arrest, booking and/or detention approvals shall be obtained from the geographic Area Juvenile Coordinator, followed by the Juvenile Coordinator's immediate supervisor, or in their absence, the patrol division watch commander.

**AMENDMENTS:** This Order amends Sections 4/515.10, 4/604.17, 4/604.18, and 4/604.19 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Detective Services Group, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

JULY 13, 1990

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

I. PRE-BOOKING MEDICAL EXAMINATION OF CERTAIN DRIVING-UNDER-THE-INFLUENCE ARRESTEES. The effects of the consumption of alcohol vary from person to person. However, medical doctors and research experts in the field of alcohol abuse believe that a Gas Chromatograph Intoximeter (GCI) reading of .30 percent or higher could be life-threatening in most instances. Although a reading of .30 percent or higher on the GCI by driving-under-the-influence (DUI) arrestees is relatively infrequent, this Order establishes procedures for the pre-booking medical examination of DUI arrestees who have a GCI reading of .30 percent or higher.

A. ARRESTING OFFICER - RESPONSIBILITIES. When an arrestee detained for suspicion of DUI elects to take a breath test and the GCI reading is .30 percent or higher, arresting officers shall:

- \* Record the test result on the GCI usage log;
- \* Ensure the arrestee is physically examined by medical personnel as outlined in 4/240.10;
- \* Record the GCI reading on the Booking Recommendation, Form 12.31; and
- \* Notify a supervisor prior to booking.

If the examining physician recommends hospitalization of the arrestee, the arresting officers shall be guided by the advice of the physician relative to transporting the arrestee to the location of booking.

B. SUPERVISOR - RESPONSIBILITIES. Upon being notified by arresting officers that an arrestee has a .30 percent or higher GCI reading, the concerned supervisor shall ensure:

- \* The arrestee has been physically examined by medical personnel;
- \* The results of the GCI are noted on the Booking Recommendation, Form 12.31; and
- \* The booking/custody location of the arrestee is in accordance with the recommendations of the examining physician.

AMENDMENTS: This Order amends Sections 4/343.25 and 4/343.38 of, and adds Section 4/648.17 to, the Department Manual.

JULY 13, 1990

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **CALIFORNIA WITNESS PROTECTION PROGRAM.** The California Witness Protection Program (CWPP), under the direction of the State of California, is designed to increase successful criminal prosecutions through the protection of witnesses and their families. The CWPP and the Los Angeles County District Attorney's Witness Protection Program (WPP) are both State funded programs. Funds are generally only available through CWPP when they are unavailable through the District Attorney's Office. Both programs provide funds to local law enforcement agencies for timely, temporary subsistence of qualified witnesses and their immediate family members.

Department employees in need of obtaining State funds from the CWPP shall contact the Department Witness Protection Program Coordinator for advice and assistance.

**Note:** The Commanding Officer, Detective Services Group, Operations-Headquarters Bureau, is designated as the Department Witness Protection Program Coordinator.

**AMENDMENTS:** This Order amends Sections 2/907.45 and 3/355.30 of, and adds Section 3/355.40 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT, FORM 12.41 - REVISED.** This Order revises the procedures for using the Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, when the investigation is of a sensitive nature. In addition, this Order revises the distribution for all uses of Form 12.41.

- A. **AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT, FORM 12.41 - REVISED.**

**Use of Form.** The Authorization to use Restricted Electronic Surveillance Equipment, Form 12.41, shall be used for all requests to use restricted electronic surveillance equipment and all requests to use discretionary equipment as restricted items.



JULY 13, 1990

Note: When the investigation is of a sensitive nature, only the shaded items are required to be completed.


Distribution. The Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, shall be distributed as follows:

- 1 - Commanding officer, initiating unit.
- 1 - Director, Office of Special Services.
  
- 2 - TOTAL

FORM AVAILABILITY: The revised Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, will be available at Supply Division in 60 days. Upon receipt of the new form, all remaining stock shall be bundled, marked "Obsolete-Destroy," and returned to Supply Division.

AMENDMENT: This Order amends Sections 3/568.10 and 5/12.41 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"



**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 12**

**JULY 20, 1990**

**SUBJECT: EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM (ECCCS)  
DIVISION - ACTIVATED.**

**PURPOSE:** Because of the evolutionary nature of the Emergency Command Control Communications System (ECCCS), it has been determined that ECCCS Section should be re-established as a division. Therefore, this Order deactivates ECCCS Section, Information Resources Division, and establishes the Emergency Command Control Communications System Division.

**PROCEDURE:**

- I. EMERGENCY COMMAND CONTROL COMMUNICATIONS SYSTEM (ECCCS) SECTION - DEACTIVATED.** The ECCCS Section, Information Resources Division, is deactivated.
- II. ECCCS DIVISION - ACTIVATED.** The ECCCS Division is activated within Support Services Bureau and consists of the following:
  - \* Office of the Commanding Officer.
  - \* Computer-Aided Dispatch Section.
  - \* Master Radio Plan Section.
  - \* Geographic Information Management Section.
  - \* 9-1-1 Public Safety Answer Point Section.
- A. General Functions.** The ECCCS Division is responsible for the following functions:
  - \* Developing and maintaining the Department's automated telecommunications and dispatching systems generally known as the Emergency Command Control Communications System (ECCCS).
  - \* Developing, planning, maintaining, and auditing the radio frequency systems.
  - \* Evaluating the performance of all vendors and contractors involved with ECCCS development and maintenance.
  - \* Conducting periodic audits of ECCCS' performance to ensure accomplishment of its operational specifications, performance levels, and capacity for upgrade.
  - \* Planning, maintaining, and auditing the City's primary and alternate 9-1-1 Public Safety Answer Point System.

JULY 20, 1990

B. **Special Duties.** The ECCCS Division is responsible for the following special duties.

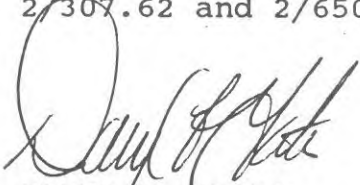
- \* Submitting periodic reports to the Mayor and City Council regarding ECCCS implementation.
- \* Submitting monthly reports to the ECCCS Technical Steering Committee.

C. **Special Liaison.** The ECCCS Division maintains liaison with all public and private agencies or City departments associated with telecommunications.

III. **UNIT DESIGNATIONS.** The radio unit designation for ECCCS Division shall be 17H.

IV. **CORRESPONDENCE REFERENCE NUMBER.** The ECCCS Division is assigned the Correspondence Reference Number 9.7. Official correspondence addressed to, or initiated by, ECCCS Division shall bear the assigned reference number.

**AMENDMENTS:** This Order amends Sections 2/605, 2/630.01, 2/630.10, 2/630.15, 4/110.20, and 5/080.96 of, and adds Sections 2/307.62 and 2/650 to, the Department Manual.



DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

AUGUST 3, 1990

SUBJECT: POLICE FACILITIES CONSTRUCTION GROUP - ACTIVATED

PURPOSE: As a result of voter approval of the Police Facilities General Obligation Bond, the Department has acquired funding for new construction and extensive refurbishment of Department facilities throughout the City. To oversee all projects financed from revenue generated by the General Obligation Bond, the Police Facilities Construction Group (PFCG), Office of Administrative Services (OAS), is formed. This Order outlines the organization and functions of the PFCG, OAS.

PROCEDURE:

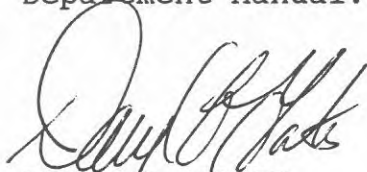
- I. POLICE FACILITIES CONSTRUCTION GROUP (PFCG) - ACTIVATED.  
The PFCG is activated within the Office of Administrative Services, and consists of:
  - \* Office of the Commanding Officer.
  - \* Project Coordination Section.
- II. PFCG - GENERAL FUNCTIONS. The PFCG is responsible for the following functions:
  - \* Recommending priorities for bond fund projects (new construction, expansions, and modernizations).
  - \* Ensuring the availability of PFCG personnel for Department and public information meetings to explain bond fund matters.
  - \* Appearing before public entities involved in review or approval of bond fund projects.
  - \* Maintaining liaison with environmental consultants, architectural consultants, and contractors regarding bond fund matters.
- III. PFCG - SPECIAL DUTIES.  
  
Cost Accounting. The PFCG is responsible for generating cost accounting reports for bond fund matters.
- IV. PFCG - SPECIAL LIAISON.  
  
City Officials and Departments. The PFCG maintains liaison with City officials and Departments involved with bond fund issues.
- V. CORRESPONDENCE REFERENCE NUMBER. The PFCG is assigned Correspondence Reference Number 1.3.2. Official correspondence addressed to, or initiated by, the PFCG shall bear the assigned reference number.



**SPECIAL ORDER NO.**

**VI. UNIT DESIGNATION.** The radio unit designation for the Commanding Officer, PFCG shall be Staff 3A. The radio designation for PFCG personnel shall be 11H.

**AMENDMENTS:** This Order adds Section 2/307.15, 2/330, 2/330.01, 2/330.03, 2/330.06, and 2/330.08 to, and amends Sections 2/064, 2/301, 4/110.10, 4/110.20, 5/030.50, and 5/080.96 of, the Department Manual.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name and title.

**DARYL F. GATES**  
Chief of Police

**DISTRIBUTION "A"**



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

AUGUST 17, 1990

SUBJECT: DISCIPLINARY PROCEDURES FOR PROBATIONARY EMPLOYEES -  
REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises the procedures for completing a Personnel Complaint, Form 1.81, Fleet Safety Report, Form 1.13, or Use of Force Report, Form 1.67.1, which could result in the discipline of a probationary employee. In addition, this Order expands commanding officer responsibilities relating to assignments of sworn probationary employees during a termination process. Finally, this Order revises and retitles one form and activates two additional forms.

I. COMPLETION OF PERSONNEL COMPLAINT, FORM 1.81, FLEET SAFETY REPORT, FORM 1.13, AND USE OF FORCE INTERNAL PROCESS REPORT, FORM 1.67.1 - REVISED.

**Probationary Employee Involved.** When any probationary employee is the subject of a personnel complaint, or discipline is recommended as a result of a use of force or traffic accident, the following shall be included in the commanding officer's portion of the concerned report (i.e., letter of transmittal, narrative, etc):

- \* Date probationary employee was hired; and
- \* Current end of probation date, including explanations for any extensions.

**Note:** Civil Service Commission Rule 5.26 states that in the event a probationary officer is absent in excess of seven calendar days in the aggregate, except for vacation or time off for overtime, that probationary officer's probationary period shall be extended by the entire period or periods missed. Additionally, the probationary period shall also be extended by the number of days the probationary officer is on restricted duty because of an on-duty injury or illness, non-duty related injury or illness, or pregnancy.

**Example:** PROBATIONARY OFFICER JOHN JONES WILL BE OFF PROBATION ON MAY 31, 19--. THIS DATE REFLECTS A SEVEN-DAY EXTENSION OF THE PROBATIONARY PERIOD FOR THE FOLLOWING RESTRICTIONS/ABSENCES:

JANUARY 21, 22, AND 23, 19--: RESTRICTED DUTY  
MARCH 1, 2, 3, AND 4, 19--: SICK TIME USED

(The seven calendar days of absence required to extend a probationary period need not be consecutive. This example clarifies "in the aggregate.")

- II. **ASSIGNMENT OF PROBATIONARY OFFICERS DURING TERMINATION PROCESS - REVISED.** After determining that a probationary officer should be recommended for termination for disciplinary reasons, unsatisfactory duty performance, or failing to meet pre-employment job standards, the commanding officer shall prepare an Intradepartmental Correspondence, Form 15.2, requesting approval to place the officer on inactive duty. The 15.2 shall be forwarded via the chain of command to, and approved by, the Director, Office of Administrative Services prior to assigning the probationary officer to inactive duty.
- III. **NOTICE OF TERMINATION OR SUSPENSION OF SWORN PROBATIONARY EMPLOYEE, FORM 1.61.1 - REVISED AND RETITLED.** The Relief from Duty or Suspension of Sworn Probationary Employees, Form 1.61.1, is revised and retitled the Notice of Termination or Suspension of Sworn Probationary Employee, Form 1.61.1. The Form 1.61.1 shall be used by Internal Affairs Division, Employee Opportunity and Development Division, and Personnel Division to serve the employee with a written notice of the specific reason(s) upon which the tentative decision for termination or suspension is based.

**Distribution.**

- 1 - Original, Personnel Division. (If termination - Personnel Division shall make one additional copy and forward the original to the Board of Civil Service Commissioners via Personnel Department.)
- 1 - Police Commission.
- 1 - Accused employee.
- 1 - Advocate Section, Internal Affairs Division, or Employee Opportunity and Development Division.

4    **TOTAL**

- IV. **ASSIGNMENT OF ADMINISTRATIVE APPEAL REPRESENTATIVE, FORM 1.69.1 - ACTIVATED.** The Assignment of Administrative Appeal Representative, Form 1.69.1, is activated and shall be used by:

\* The Chief of Police to assign an officer to act as an administrative appeal representative for an administrative appeal hearing.

- \* The Chief of Staff, Office of the Chief of Police, Employee Opportunity and Development Division, and the Employee Relations Administrator to notify an officer that he or she has been assigned to act as an administrative appeal representative during an administrative appeal hearing.

**Distribution.**

- 1 - Original, Personnel Division.
- 1 - Administrative appeal representative.
- 1 - Employee Representation Section, Personnel and Training Bureau.
- 1 - Chief of Staff, Office of the Chief of Police, or Employee Opportunity and Development Division, or the Employee Relations Administrator.

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4 TOTAL

- V. **DECISION OF THE HEARING OFFICER ADMINISTRATIVE APPEAL HEARING AND ORDER OF THE CHIEF OF POLICE, FORM 1.73.1 - ACTIVATED.** The decision of the Hearing Officer Administrative Appeal Hearing and Order of the Chief of Police, Form 1.73.1, is activated and shall be used by the Advocate Section, Internal Affairs Division, the Equal Employment Opportunity Coordinator, Employee Opportunity and Development Division (EODD), and the Employee Relations Administrator, to notify the Chief of Police of the decision and findings of the hearing officer, administrative appeal hearing. In addition, it is also used to notify the probationary officer and other concerned personnel of the findings of the hearing officer and the order of the Chief of Police.

**Distribution.**

- 1 - Original, Personnel Division, via the Office of the Chief of Police.
- 1 - Police Commission.
- 1 - Accused Officer.
- 1 - Advocate Section, Internal Affairs Division.
- 1 - Equal Employment Opportunity Coordinator, EODD, or Employee Relations Administrator.

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5 TOTAL

AUGUST 17, 1990

**AMENDMENTS:** This Order amends Sections 3/728.27, 3/820.10, 3/830.31, 3/860.10, 5/1.61.1, and 5/1.67.1 of, and adds Sections 3/796.10, 5/1.69.1, and 5/1.73.1 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officers of each operations bureau and Internal Affairs Division shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DAVID D. DOTSON  
Acting Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

OCTOBER 5, 1990

SUBJECT: BUS POLICY - REVISED

PURPOSE: The principal justification for maintaining and operating a fleet of buses is to have a ready means of transporting large numbers of uniformed officers and/or arrestees in connection with unusual occurrences. When available, buses and vans may also be used to transport private citizens to a variety of community relations and youth services activities. Oftentimes, the age and declining reliability of the vehicle to be used places certain restrictions on the distance that the vehicle is permitted to be driven. This Order revises the policy governing the acquisition and use of Department buses and vans in non-operational settings.

Note: A non-operational setting is one that does not involve the general operations of the Department (e.g., transporting explorer scouts to an amusement park).

PROCEDURE:

I. CATEGORIES OF BUSES AND VANS - DEFINED. The three categories of buses and vans that are covered by the bus policy and may be used for transportation to non-operational settings are:

- \* Buses and vans maintained and controlled by Motor Transport Division (MTD), Parker Center;
- \* Budgeted buses and vans controlled by Area commanding officers, maintained by MTD; and
- \* Non-budgeted buses and vans donated to the Department that are controlled by Area commanding officers, and maintained by MTD.

II. RESTRICTIONS ON TRAVEL DESTINATIONS. Destinations of travel using a Department-owned and maintained bus or van shall be limited to the greater metropolitan area of Los Angeles (local travel), which may include parts of Orange, San Bernardino, and Ventura Counties. Transportation requests to destinations outside of the greater metropolitan Los Angeles area shall be reviewed by the Commanding Officer, Fiscal Support Bureau, on a case-by-case basis.

Note: Transportation requests involving deserts and mountain passes will generally not be approved; therefore, other forms of travel should be considered.

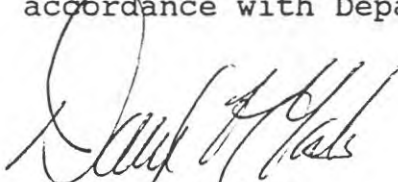
III. MTD BUS/VAN AVAILABILITY. The availability of buses and/or vans controlled by MTD that may be used for transportation to non-operational settings shall be telephonically verified through MTD prior to forwarding a written request to Fiscal Support Bureau.

OCTOBER 5, 1990

- IV. AREA/DIVISION COMMANDING OFFICER - RESPONSIBILITY. The commanding officer of an Area/division that uses Department-owned and maintained buses or vans for transportation to non-operational settings shall ensure that:
- \* The driver of the bus possesses a valid Class B (Class II) California Operator's License and has a current medical certificate;
  - \* Transportation requests to destinations outside of the greater metropolitan area of Los Angeles are reviewed and approved by the Commanding Officer, Fiscal Support Bureau, prior to submission for review by the Office of the Chief of Police; and
  - \* When the destination of travel is outside of the greater metropolitan area, two copies of all written requests shall be submitted in the prescribed format (exemplar attached) not later than five working days prior to the date the bus or van will be used.
- V. COMMANDING OFFICER, FISCAL SUPPORT BUREAU - RESPONSIBILITY. Upon receipt of a request to use a Department-owned bus or van for travel outside of the greater metropolitan area of Los Angeles, the Commanding Officer, Fiscal Support Bureau, shall determine if the vehicle to be used is mechanically reliable for the travel requested.
- VI. COMMANDING OFFICER, JUVENILE DIVISION - RESPONSIBILITY. The Commanding Officer, Juvenile Division, shall ensure that the Los Angeles Police Department Law Enforcement Explorer Manual is amended to reflect the guidelines for travel outlined in this Order.

AMENDMENTS: This Order adds Sections 3/582.60, 3/582.65, 3/582.70, 3/582.75, and 3/582.80 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES  
Chief of Police

Attachment

DISTRIBUTION "A"

OCTOBER 5, 1990

DATE \_\_\_\_\_

TO: Commanding Officer, Motor Transport Division

FROM: Commanding Officer, \_\_\_\_\_.

SUBJECT: TRANSPORTATION REQUEST - POLICE BUS AND/OR VAN.

In support of this request, the following information is provided:

1. Assignment of bus or van requested for use? (MTD fleet, Area) \_\_\_\_\_.
2. Date(s) for which bus/van is requested \_\_\_\_\_.
3. Will the bus/van remain with the group for duration of visit? \_\_\_\_\_ (Note: if not, explain below).
4. Date the bus/van will be returned \_\_\_\_\_.
5. Activity for which bus/van will be used: \_\_\_\_\_.
6. Destination: \_\_\_\_\_.
7. Location from which bus/van will leave \_\_\_\_\_.
8. Has date of request been cleared by Motor Transport Division? (If requesting MTD fleet vehicle) \_\_\_\_\_.
9. Will the Area/division requesting provide a qualified driver? \_\_\_\_\_.
10. How many buses/vans are requested for this activity? \_\_\_\_\_.

\_\_\_\_\_, Captain  
Commanding Officer

\_\_\_\_\_  
Division

APPROVED:

\_\_\_\_\_  
Commanding Officer  
Fiscal Support Bureau



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

NOVEMBER 30, 1990

SUBJECT: SEMIAUTOMATIC PISTOLS

PURPOSE: Authorization for use of 9mm semiautomatic pistols by officers of this Department requires the establishment of uniform procedures. This Order establishes policies which will ensure the safe operation of semiautomatic pistols carried by on-duty and off-duty officers.

PROCEDURE:

- I. **MANUALLY COCKING AND FIRING THE DOUBLE-ACTION SEMIAUTOMATIC PISTOL.** Because of the potential for an accidental discharge when the hammer of a double-action semiautomatic pistol is manually cocked to the rear of the slide, the manual cocking of such a pistol is prohibited. The first round shall be fired in the double-action mode.  
  
**Note:** Generally, the pistol should be returned to double-action mode when the involved officer has determined that the immediate necessity to fire no longer exists (e.g., prior to a foot pursuit or climbing a wall). Accuracy and fire control are the officer's goals when confronted by the need to stop a life-threatening attack.
- II. **LOADING AND UNLOADING THE SEMIAUTOMATIC PISTOL UTILIZING THE DEPARTMENTAL LOADING/UNLOADING BARREL.** The Departmental Loading/Unloading Barrel is designed to prevent injuries resulting from accidental discharges while loading and unloading semiautomatic pistols. Therefore, personnel loading or unloading a pistol shall use, and follow the posted instructions on, available Departmental barrels.
- III. **REQUIRED AMMUNITION FOR PRIMARY SEMIAUTOMATIC PISTOL - UNIFORMED OFFICERS.** Uniformed officers shall carry their primary semiautomatic pistol (and magazine) fully loaded at all times when assigned to field duty. In addition, uniformed officers in field assignments shall carry as a minimum for their primary semiautomatic pistol two fully loaded reserve magazines in the magazine pouch.

**Exception:** Uniformed personnel who carry a primary semiautomatic pistol or an authorized additional semiautomatic pistol as a primary weapon in an assignment that does not involve physical contact with the public or does not require the wearing of the Police Equipment Belt shall carry as a minimum one fully loaded magazine in a magazine pouch worn on the belt or shoulder holster strap.



- IV. **REQUIRED AMMUNITION FOR PRIMARY SEMIAUTOMATIC PISTOL - PLAINCLOTHES OFFICERS.** Plainclothes officers shall carry their primary semiautomatic pistol (and magazine) fully loaded at all times. In addition, they shall carry as a minimum for their primary semiautomatic pistol one fully loaded magazine in a magazine pouch worn on the belt or shoulder holster strap.

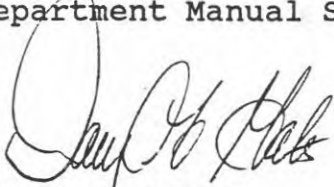
**Exception:** At the discretion of their commanding officer, undercover officers and "Special Duties" officers may be exempted from Department Manual provisions pertaining to handguns, ammunition, and related equipment (3/610.67).

- V. **ADDITIONAL AMMUNITION.** In addition to the required ammunition carried on the person, uniformed and plainclothes officers shall be encouraged by their supervisors to carry extra ammunition. When worn on the Police Equipment Belt, the supplemental ammunition pouch/case shall be worn immediately behind the holster; when worn with an additional handcuff case, the supplemental ammunition pouch/case shall be worn centered between the handcuff cases. Additional fully-loaded magazines or cartridge cases may also be carried concealed upon the officer. Officers are urged to carry extra ammunition on their persons when off-duty. All Department-issued ammunition not carried on the person shall be maintained in a personal locker or other readily accessible location.
- VI. **PRIMARY WEAPON.** A primary weapon is the Department approved firearm which officers are required to carry on-duty. Primary weapons shall be approved by the Department Armorer.
- VII. **ADDITIONAL WEAPONS/BACKUP WEAPONS.** Additional weapons/backup weapons shall be approved by the Department Armorer and carried concealed (3/610.20).
- VIII. **COMPACT SEMIAUTOMATIC PISTOLS USED AS A PRIMARY WEAPON.** Officers who are assigned to nonuniformed assignments, such as detectives, staff personnel, specialized unit members, etc., may carry as their primary weapon a Department approved compact semiautomatic pistol while assigned to a temporary uniformed assignment. The concerned officers shall carry the appropriate ammunition, magazines, magazine pouch, and holster for uniformed officers.

**AMENDMENTS:** This Order amends Sections 3/610.12, 3/611.30, 3/611.40, and 3/611.50 of, adds Sections 3/610.13, 3/610.14, 3/610.25, and 3/610.95 to, and deletes Section 3/610.01 from, the Department Manual.

NOVEMBER 30, 1990

**AUDIT RESPONSIBILITY:** All bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Daryl F. Gates', is written over the printed name and title.

DARYL F. GATES  
Chief of Police

DISTRIBUTION "A"